

POSITION DESCRIPTION

Title: Teen Director

Department: Club Management

Reports To: Executive Director

Primary Function:

Plans, develops, implements and evaluates grant and non-grant programs with special focus on members ages 11-18. Assists Club Director and Program Director to create a Club Experience that gives each member opportunities, expectations and recognition.

Key Roles:

Leadership

1. Provide leadership to all Club Members with the main focus on preteen and teen members that inspires and enables youth to reach their full potential, including:
 - Oversee the provision of day-to-day preteen and teen activities in accordance with established standards and goals
 - Ensures that preteen and teen members are encouraged to participate in a variety of program areas/activities
 - Develop and maintain positive relationships with preteen and teen members to assist them in fulfilling and making appropriate choices in educational, personal, social, emotional, vocational, and spiritual needs
 - Ensure Club environment is positive, clean and allows for enriching activities and experiences for all
 - Responsible for the recruitment and retention of new preteen and teen members ●
- Participates in weekly operational meetings, monthly staff meetings and all staff trainings ●
- Performs other other leadership roles as needed

Program Development and Implementation

1. Plan, implement and evaluate grant and non-grant related programs throughout the Mary Brown Teen Center, "Attic"
 2. Document program activities and evaluations while adapting for optimal performance 3.
- Coordinate daily field trips and/or service learning opportunities for preteens and teens during the summer program.

Strategic Planning

1. Implement and ensure proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues
2. Impute program data into Club tracking system
3. Work with staff to provide high quality programs and activities in the areas of academic success, good character and leadership and healthy lifestyles, including participating in programs, projects, and special events for the entire Club
4. Supervise and train staff and volunteers who work in the middle school/high school areas of the

Club- "The Attic"

Marketing & Public Relations

1. Increase visibility of Club Attic programs when appropriate and available
2. Increase visibility of Club Jr Staff programs when appropriate and available

Additional Responsibilities:

- a. May oversee special programs and/or events
- b. May be required to drive the Club vehicles
- c. Competent in MS Office computer programs

Relationships:

Internal: Maintain close daily contact with Club staff, Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct and advice/counsel.

External: Maintain contact with external community groups, schools, member's parents and others to assist in resolving problems

Skills/Knowledge Required:

- High school diploma required, college degree preferred
- Previous work experience with youth and teens
- Program development for small and large group implementation (5 to 30 participants)
- Strong communication skills, both verbal and written
- Ability to relate to a diverse population
- Highly organized with attention to detail
- Group leadership skills, including an understanding of group dynamics
- CPR and First Aid Certifications upon hire
- Excellent customer service